TEST DECK PREPARATION

FOR

OPTICAL SCAN VOTING SYSTEMS

MICHIGAN DEPARTMENT OF STATE
Bureau of Elections

August 2005

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OFFICIAL TEST DECK

Prior to each election all electronic tabulating equipment must be tested to verify that 1) the equipment is performing properly, 2) the ballots have been properly prepared for each precinct, and 3) that the programs will accurately count votes. It is the responsibility of the election commission to conduct a preliminary and public accuracy test where a "test deck" of voted ballots is tabulated by the electronic equipment and the results are verified against predetermined results.

This booklet contains step-by-step procedures the Bureau of Elections has developed for creating test decks which meet the testing requirements established by the Michigan Election Law (MCL 168.1 - 168.992) and the Electronic Voting Systems Promulgated Rules (R 168.771 - 168.793). This booklet also contains sample primary and general election ballots and charts to illustrate the various steps in developing predetermined results charts and test decks. Electronic voting system users are prohibited from using testing procedures which do not meet the requirements of the statute and promulgated rules.

Separate procedures have been developed for creating test decks for primary, general, and non-partisan election ballots. Certain tabulation considerations, such as split tickets (unacceptable crossover votes), are only applicable for the primary so they will not be tested for in the general election. Likewise, straight party voting will not be tested for in a primary but require several tests on a general election ballot. While the laws and rules contained in this manual apply to all electronic voting systems, they were originally written for punch card. Therefore, all references to "punch" and "card" should be read as "vote" and "ballot" when being applied to other electronic systems.

MCL 168.798(1) states in part:

> Before beginning the count of ballots, the board of election commissioners shall test the electronic tabulating equipment to determine if the electronic tabulating equipment will accurately count the votes cast for all offices and on all questions….The test shall be conducted in the manner prescribed by rules promulgated by the secretary of state pursuant to the administrative procedures act of 1969....In the test, a different number of valid votes shall be assigned to each candidate for an office, and for and against each question.

R 168.776 provides:

(1) The election commission providing the program or its authorized assistant shall prepare a test deck with predetermined results.
(2) The test deck shall consist of ballot cards of the same type to be used in the election with the word "TEST" stamped, printed, or written on each card.

PREPARING THE TEST DECK

Once the program is received, the program edit listing (tabulator zero report tape) must be checked against the ballot to verify that all offices, candidates, write-in positions and proposals are correct. After this is completed the test deck and chart of predetermined results are prepared and the test deck is processed through the tabulator. However, if a complete listing of the offices, total number of candidates whose names will appear under each office, and the number of proposals that will appear on the ballot can be obtained prior to the receipt of the program(s), the predetermined results may be prepared in advance. Once the program is received, having prepared the predetermined results in advance will make it possible to complete the required tests and ensure that any needed corrections to ballots or programs may be made in a more timely manner.

While a single chart of predetermined results may be used for multiple precincts, a separate test deck must be prepared for each precinct to ensure that the program prepared for each tabulator and the unique code or precinct identifier contained in each ballot type will be accepted by the tabulator and that all votes will be properly recognized and awarded.

Split precincts, precincts that will utilize two or more ballot styles, require a similar procedure for each ballot style issued in the precinct to ensure that the addition of vote positions has not affected any other offices on the ballot. We recommend the creation of a separate chart of predetermined results for each ballot style; though, if a single office is involved, it may be easier to use a single chart. A separate test deck needs to be created and tabulated for each ballot style.

Since test ballots should always be made using the same ballots which are printed for use in the precinct, you will want to increase the number of ballots ordered for each precinct for this purpose. It is also recommended that, if ballot marking tools are provided to AV voters, test ballots be voted using that marking tool, and that a number of test ballots be folded to simulate the tabulation of absent voter ballots.

Rejection of Blank or Overvoted Ballots - Optical scan tabulators employed to tabulate votes in the precinct must be programmed to inform the voter if the ballot is incorrectly voted or the ballot is blank. In such cases, the voter must be offered an opportunity to revote the ballot. The test deck will include ballots to test for this requirement. However, it should be noted that in offices where no candidates are running and write-in positions are being tested for that office, it is not possible to overvote the office because the write-in positions will equal the number to be elected. This exception is noted in the test deck procedures.

Write-in Votes - The test deck will include ballots which will test for write-in votes. While the tabulator will identify that a write-in vote was cast under a given office on the ballot, the actual tallying of write-in votes for specific candidates is done by the precinct inspectors following the close of polls or at an absent voter ballot counting center.

<u>DEFINITIONS</u>

Overvote--vote for more than the number of candidates to be elected or nominated to an office or vote both yes and no on a proposal. No votes will be counted.

Undervote--vote for less than the number of candidates to be elected or nominated to an office or do not cast any vote on a proposal. Votes cast for candidates will be counted.

Split Ticket (primary election ballot only)--vote for candidates of more than one political party. No partisan section votes will be counted.

Straight Party Ticket (general election ballot only)--vote for all candidates of a single party by virtue of the straight party vote option. Each candidate under the party selected will receive a vote.

Split Ticket (general election ballot only)--straight party vote combined with direct votes for candidates of other political parties. Each candidate under the party selected will receive a vote except where superceded by a direct vote for a candidate.

Mixed Ticket (general election ballot only)--no straight party vote is cast. Voter casts direct votes for candidates of multiple political parties.

Non-partisan candidate--candidate seeking a non-partisan office. Party affiliation is not considered, i.e., judicial candidates.

Partisan candidate--candidate seeking a partisan office under a recognized political party ticket <u>or</u> a candidate seeking a partisan office without political party affiliation (independent candidate, IND.), i.e., State Representative, DEM. or State Representative, IND.

Party affiliation--political party represented by a candidate seeking a partisan office under a party ticket, i.e., County Clerk, REP.

RULES RELATING TO ELECTRONIC VOTING SYSTEMS

R168.773 PREPARATION OF PROGRAM
RULE 3

(10) The vote tabulation portion of the program shall be written:

    (a) To reflect the rotation sequence of the candidates' names and ballot position numbers as they appear on the ballot labels in the various precincts.

    (b) To count valid votes cast by a voter for candidates for an office.

    (c) To count valid votes cast by a voter for or against any question.

    (d) So as not to count votes cast by a voter for an office or question if the number of votes cast by a voter exceeds the number which the voter is entitled to vote for on that office or question.

    (e) To ignore punches in a ballot card in positions where a candidate's name or questions do not appear on the official ballot. These punches shall not have effect on the ballot.

    (f) So that the partisan, nonpartisan, and proposal sections of the ballot are considered separate sections of the ballot. The action of a voter in 1 section of the ballot shall not affect the voter's action on another section of the ballot.

(11) For a partisan primary election, the vote tabulation section of the program shall be written:

    (a) To determine if a voter has cast votes for candidates of 1 or more political party.

    (b) To determine if a voter has cast votes for a candidate of 1 or more political parties and a vote in the "party qualification section" of the ballot.

    NOT RELEVANT --- Party Qualification Section no longer appears on the primary ballot.

    (c) To count the votes when they are recorded by a voter for candidates of 1 political party only where a vote is not recorded in the "party qualification section" of the ballot; or to count the vote when it is recorded by the voter for 1 selection only in the "party qualification section" of the ballot and where a vote is not recorded for 1 or more partisan candidates.
    NOT RELEVANT --- Party Qualification Section no longer appears on the primary ballot.

(d) To reject all votes cast in the partisan section of the ballot and the "party qualification section" of the ballot if votes are cast for candidates of more than 1 political party; or if votes are cast for candidates of 1 or more political parties and 1 or more votes are cast in the "party qualification section" of the ballot; or if more than 1 vote is cast in the "party qualification section" of the ballot.

NOT RELEVANT --- Party Qualification Section no longer appears on the primary ballot.

(12) For a partisan general election, the vote tabulation section of the program shall be written as follows:

(a) A vote shall be counted for each candidate of the political party indicated by the voter's straight ticket vote, if any other vote does not appear on the partisan portion of the ballot.

(b) A vote shall not be counted if the voter has voted more than 1 straight ticket vote and another vote does not appear on the partisan section of the ballot.

(c) When only 1 candidate is to be elected to an office and the voter has voted a straight party ticket and voted for individual candidates, a vote shall be counted for each of the individual candidates voted for, and for each candidate of the party for which the straight party vote was voted and individual votes for candidates of other parties were not voted.

(d) When 1 or more candidates are to be elected to an office and the voter has voted 2 or more straight party tickets and the [sic] individual votes for partisan candidates, a vote shall be counted for each individual candidate voted for when the number of votes for that office does not exceed the number for which the voter is entitled to vote.

(e) When 2 partisan candidates are to be elected to the same office and the voter has voted a straight party ticket for 1 political party and has voted individually for 2 candidates of a different political party for that office, a vote shall be counted for each of the candidates for whom the individual votes were voted, but votes shall not be counted for the candidates of the party indicated by the voter's straight party selection for that office.

(f) When 2 partisan candidates are to be elected to the same office and the voter has voted a straight party ticket for 1 political party and that party has 2 candidates for that office, and the voter has voted an individual vote for 1 candidate for that office in a different political party, a vote shall be counted only for the candidate for whom the individual vote was made. Under these conditions, a vote shall not be counted for a candidate for that office by virtue of the voter's straight party selection.

(g) When 2 partisan candidates are to be elected to the same office and the voter has voted a straight party ticket for 1 political party and that party has only 1 candidate for that office, a vote shall be counted for the party candidate for that office and if the voter has voted for a candidate of a different political party for that office, that vote shall be counted.

(h) When a voter has voted a straight party ticket for a political party and has voted individual votes for members of that party only, a vote shall be counted for each candidate of that party. These conditions do not constitute an overvote.

R168.776 PREPARATION OF OFFICIAL TEST DECK
RULE 6

(1) The election commission providing the program or its authorized assistant shall prepare a test deck with predetermined results.

(2) The test deck shall consist of ballot cards of the same type to be used in the election with the word "TEST" stamped, printed, or written on each card.

(3) A document, record, chart, or listing shall be prepared indicating the punches recorded in the test ballot card. This documentation shall indicate each valid or invalid vote.

(4) In addition to other requirements of the act, a ballot card for use in the test deck for a partisan general election shall be prepared:

(a) So that each political party receives not less than 2 straight ticket votes and so that any 2 parties do not receive the same number of straight ticket votes.

(b) So that 2 or more parties receive straight ticket votes on 1 ballot.

(c) So that at least 1 of the ballots with a straight ticket vote for a party shall be individual punches for candidates of the same party, candidates of a different party, candidates for the same office of different parties, and nonpartisan candidates and proposals.

(d) In which punches appear in positions other than those used for candidates, proposals, or to indicate straight party voting.

(e) In which a punch does not appear.

(f) In which a punch appears in each position where a candidate or proposal appears on the ballot.

(5) In addition to other requirements of the act, a ballot card for use in the test deck for a partisan primary shall be prepared:

(a) So that punches appear on the same ballot card for candidates of different political parties, along with candidates for nonpartisan offices and votes for proposals.

(b) So that punches appear on the same ballot card for candidates of 1 or more political parties and a punch made in the "party qualification section" of the ballot, and shall include punches for nonpartisan offices and for proposals.

   NOT RELEVANT --- Party Qualification Section no longer appears on the primary ballot.

(c) So that more than 1 punch appears in the "party qualification section" of the ballot.

   NOT RELEVANT --- Party Qualification Section no longer appears on the primary ballot.

(6) When 2 or more valid punch positions exist in the combination of numbers listed below, each of the valid punch positions shall be punched into 1 or more ballot cards: [Ballot card positions follow in Rules.]

   NOT RELEVANT --- applies to obsolete mainframe computer hardware used for punch card tabulation only.

(7) A duplicate of the test deck shall be prepared. The duplicate of the test deck may consist of standard data processing cards.

   NOT RELEVANT --- applies to obsolete mainframe computer hardware used for punch card tabulation only.

PROCEDURES FOR PRIMARY ELECTION TEST DECKS

To create a test deck, vote ballots as follows. (The sample chart referred to in parentheses below, which can be found on page 14, was created using the sample ballot on page 12.)

1. FOR EACH PARTY, vote all positions that are used on the ballot for partisan offices, non-partisan offices, write-ins, and proposals. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

    R168.773 - Rule 3(10)(d). Will not count any votes.

    (See Sample Chart - Test Ballot #1 and #2)

2. Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, and proposals. To complete this step, mark the space located between each vote position.

    R168.733 - Rule 3(10(e). Will not count any votes.

    (See Sample chart – Test Ballot #3)

3. Insert 1 blank ballot into the test deck.

    No applicable Law or Rule. Will not count any votes.

    (See Sample Chart - Test Ballot #4)

4. FOR EACH PARTY, vote the following:

    (a) Vote 1 ballot correctly in the partisan section and overvote the non-partisan and proposal sections of the ballot
    (b) Vote 1 ballot correctly in the non-partisan section and overvote the partisan and proposal sections of the ballot
    (c) Vote 1 ballot correctly in the proposal section and overvote the partisan and non-partisan sections of the ballot

    EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

    R168.773 - Rule 3(10)(b)(c) and (f). Will only count votes cast in the partisan section in (a). Will only count votes cast in the non-partisan section in (b). Will only count votes cast in the proposal section in (c).

    (See Sample Chart - Test Ballot #5, #6, #7, #8, #9, and #10)

5. Using 1 ballot, vote the following: DO NOT OVERVOTE; VOTE A SPLIT TICKET.

(a) Vote for candidates under different party sections in the partisan section of the ballot.

(b) Vote the non-partisan and proposal sections of the ballot.

R168.773 - Rule 3(11)(a) and R168.776 - Rule 6(5)(a). Will count votes in the non-partisan and proposal sections of the ballot. Will not count votes in the partisan section.

(See Sample Chart - Test Ballot #11)

6. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

(See Sample Chart - Test Ballot #12)

WHEN INSTRUCTIONS 1 THROUGH 6 ARE COMPLETED, PERFORM THE FOLLOWING:

(1) Subtotal all columns on the chart to determine the total number of votes cast for each candidate and proposal that should be counted when the test deck is tabulated. NOTE: It is not required that each write-in position show a different total number of votes.

(2) Vote additional ballots as necessary so that a different total number of valid votes are cast for each candidate within an office, and for and against each proposal.

R168.773 - Rule 3(10)(a) and MCL168.798. None of the candidates, write-in positions, nor proposals shall have an accumulated vote total of zero.

(See Sample Chart - Test Ballot #13, #14, #15, #16, #17, #18, #19, #20, #21, #22, #23, #24, #25, #26, #27, #28, #29, #30 and #31)

(3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator.** (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.

(4) Compare the predetermined totals with the tabulator totals for each candidate, write-in position, and proposal.

(5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error or problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

Test #1

PARTISAN		NON-PARTISAN
VOTE ONLY ONE SECTION ⬇ ⬇		**JUDGE OF THE CIRCUIT COURT** **1ST CIRCUIT** **SIX YEAR TERM** **INCUMBENT POSITION** Vote For Not More Than ONE (1)
REPUBLICAN PARTY SECTION	**DEMOCRATIC PARTY SECTION**	
STATE	**STATE**	
GOVERNOR **FOUR YEAR TERM** Vote For Not More Than ONE (1)	**GOVERNOR** **FOUR YEAR TERM** Vote For Not More Than ONE (1)	
Lloyd C. Jenkins **John L. Stark** _____ Write-In	**Peter Johanson** **Wendell Todd** **Michael Pitts** **Marie Randolph** _____ Write-In	**James B. Sweeny** **Randall Calloway** **Steve Mix** **Jason Daniels** **Mitch Van Slyke** _____ Write-In
CONGRESSIONAL	**CONGRESSIONAL**	**PROPOSALS**
REPRESENTATIVE IN CONGRESS **18TH DISTRICT** **TWO YEAR TERM** Vote For Not More Than ONE (1)	**REPRESENTATIVE IN CONGRESS** **18TH DISTRICT** **TWO YEAR TERM** Vote For Not More Than ONE (1)	**COUNTY PROPOSAL**
Maurice Berg **Tom Moore** _____ Write-In	**Wilbur Stanley** _____ Write-In	**PROPOSAL A** **A proposal to raise revenue for the paving of main street by establishing a tax on running shoes.** The proposal would: • Establish a .2 cent tax on all running shoes sold in the county • Obligate all funds raised by the "running shoe tax" to be spent on paving main street Should this proposal be adopted? **YES** ⬭ **NO** ⬭
LEGISLATIVE	**LEGISLATIVE**	
REPRESENTATIVE IN STATE LEGISLATURE **120TH DISTRICT** **TWO YEAR TERM** Vote For Not More Than ONE (1)	**REPRESENTATIVE IN STATE LEGISLATURE** **120TH DISTRICT** **TWO YEAR TERM** Vote For Not More Than ONE (1)	
Alan Tubbs _____ Write-In	**Rebecca Parker** _____ Write-In	
PRECINCT DELEGATE	**PRECINCT DELEGATE**	
DELEGATE TO THE COUNTY CONVENSION Vote For Not More Than One (1)	**DELEGATE TO THE COUNTY CONVENSION** Vote For Not More Than One (1)	
Alan Tubbs Michelle Watkins-Jones _____ Write-In	**Nathan Larkin** _____ Write-In	

Sample Ballot Chart
Primary Election

A. The row numbers in the first column correspond to the numbers assigned to the test ballots included in the test deck.
B. The number recorded below each office title, i.e., (1), indicates the total vote allowed for the office or proposal
C. Vote positions are listed vertically as follows: candidates (CAN1 - CAN4), write-ins (WI), and proposal options (YES and NO).
D. Suggested symbols for rercording the votes cast on test ballots:
  1= vote that counts
  0= vote that does not count due to an overvote or split ticket

	Partisan																				Non Partisan						Prop	
	Republican										Democrat										Circuit Court						A	
	Governor (1)			Cong. (1)			S.R. (1)		Del. (1)			Governor (1)					Cong. (1)		S.R. (1)		Del. (1)		(1)						(1)	
#	CAN1	CAN2	WI1	CAN1	CAN2	WI1	CAN1	WI1	CAN1	CAN2	WI1	CAN1	CAN2	CAN3	CAN4	WI1	CAN1	WI1	CAN1	WI1	CAN1	WI1	CAN1	CAN2	CAN3	CAN4	CAN5	WI1	YES	NO
1																														
2																														
3																														
4																														
5																														
6																														
7																														
8																														
9																														
10																														
11																														
12																														
Sub																														
13																														
14																														
15																														
16																														
17																														
18																														
19																														
20																														
Total																														

The following is a tally / test-deck chart. Rows are ballot numbers (1–31), with a subtotal row ("Sub") after ballot 12 and a "Total" row at the bottom. Columns are grouped by section (Partisan: Republican and Democrat; Non Partisan: Circuit Court; Prop). Each office notes "(1)" (vote for one). Candidate columns are coded "C A N #" and write-in columns "W I N #". Cells contain 0/1 vote marks; some ballots (3, 4) carry write-in name letters.

Ballot	R‑Gov C1	R‑Gov C2	R‑Gov W1	R‑Con C1	R‑Con C2	R‑Con W1	R‑SR C1	R‑SR C2	R‑SR W1	R‑Del C1	R‑Del C2	R‑Del W1	D‑Gov C1	D‑Gov C2	D‑Gov C3	D‑Gov C4	D‑Gov W1	D‑Con C1	D‑Con C2	D‑Con W1	D‑SR C1	D‑SR C2	D‑SR W1	D‑Del C1	D‑Del C2	D‑Del W1	CC C1	CC C2	CC C3	CC C4	CC C5	CC W1	Prop A YES	Prop A NO
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	0	0			0		0	0	0	0	0	0		0			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	S	T	R	A	Y	R	M	A	Y	R	K	S	T																					
4	B	L	A	N	K	A	B	B	K	L	L	O	0														1							
5	1			1			1	1		1			1	0				1			1			1			0	0			0		0	0
6	1	0		1	0		0	0	0	0	0		0					0			0			0			1						0	0
7	0	0		0	0		0	0	0	0					0																		1	
8													1	0		0		1	0	0	1	0	0	1	0	0	0	1		0		0	0	0
9	0			0			0	0	0				0			0		0	0	0	0	0	0	0	0	0	1			1		1	0	0
10	0	0	0		0					0	0				0			0			0			0	0	0				1				1
11	0						0																				0	1					1	
12	1	0	0	1	0	0	1	1	0	0	0	0	1	0		0	0	1	0	0	1	0	0	1	0	0	0	2	1		0	2	0	0
Sub	1	0	0	1	0	0	1	1	0	1	0	0	1	0	0	0	0	1	0	0	1	0	0	1	1	0	0	2	1	0	1	2	2	1
13	1	1		1	1		1	1		1	1		1					1	1		1	1		1	1		1					1		
14	1	1	1	1	1	1	1	1	1	1	1	1	1					1	1	1	1	1	1	1	1	1	1					1		
15													1	1													1							
16													1	1													1							
17						1			1				1	1													1	1						
18													1	1				1			1			1										
19													1	1			1			1			1			1								
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24													1		1														1					
25																1														1				
26			1											1		1														1	1			
27															1	1													1	1				
28													1		1																1			
29																														1	1			
30																	1														1			
31																																		
Total	3	2	1	3	2	1	2	2	1	3	2	1	5	4	3	2	1	2	1	1	2	1	1	2	1	1	6	5	4	3	2	1	2	1

PROCEDURES FOR GENERAL ELECTION TEST DECKS

To create a test deck, vote ballots as follows. (The sample chart referred to in parentheses below, which can be found on page 22, was created using the sample ballot on page 20.)

1. Using 1 ballot, vote all positions that are used on the ballot for candidates, write-ins, proposals, and straight parties. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

   R168.773 - Rule 3(10)(d) and R168.776 - Rule 6(4)(f). Will not count any votes.

   (See Sample Chart - Test Ballot #1)

2. Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, proposals, and straight parties. To complete this step, mark the space located between each vote position.

   R168.773 - Rule 3(10)(e) and R168.776 - Rule 6(4)(d). Will not count any votes.

   (See Sample Chart – Test Ballot #2)

3. Insert 1 blank ballot into the test deck.

   R168.776 - Rule 6(4)(e). Will not count any votes.

   (See Sample Chart - Test Ballot #3)

4. Using 1 ballot, vote a straight party ticket. Do not cast any other partisan votes on this ballot.

   R168.773 - Rule 3(12)(a). Will count votes for all candidates within political party selected by virtue of the straight party ticket vote.

   (See Sample Chart - Test Ballot #4)

5. Using 1 ballot, vote 2 or more straight party tickets. Do not cast any other partisan votes on this ballot.

   R168.776 - Rule 6(4)(b) and R168.773 - Rule 3(12)(b). Will not count any votes.

   (See Sample Chart - Test Ballot #5)

6. Using 1 ballot, and a different office for each instruction, vote the following:

   (a) Vote a straight party ticket
   (b) In a "vote for 1" partisan office, vote for 1 candidate of the same party used in (a)

(c) In a "vote for 1" partisan office, vote for 1 candidate of a different party than used in (a)
(d) In a "vote for 2" partisan office, vote for 2 candidates, each from different parties
(e) Do not vote in a partisan office where a candidate appears under the party selected in (a)
(f) Vote for 1 write-in candidate in either a partisan or non-partisan office (if applicable)
(g) Vote non-partisan offices and proposals

R168.776 - Rule 6(4)(c) and R168.773 - Rule 3(12)(c). Will count votes in all of above including (b). Will count a vote in (e) by virtue of the straight party ticket vote.

(See Sample Chart - Test Ballot #6)

7. Vote the following: DO NOT VOTE THE STRAIGHT PARTY SECTION

(a) Vote 1 ballot correctly in the partisan section and overvote the non-partisan and proposal sections of the ballot
(b) Vote 1 ballot correctly in the non-partisan section and overvote the partisan and proposal sections
(c) Vote 1 ballot correctly in the proposal section and overvote the partisan and non-partisan sections

EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(b)(c) and (f). Will only count votes cast in the partisan section in (a). Will only count votes cast in the non-partisan section in (b). Will only count votes cast in the proposal section in (c).

(See Sample Chart - Test Ballot #7, #8 and #9)

8. Using 1 ballot, vote two or more straight party tickets. Using a different office for each instruction, vote the following:

(a) In a "vote for 1" office, cast a vote for the candidates listed under the first and second party selected above
(b) Repeat step (a)
(c) In two "vote for 1" offices, cast a vote for the candidates listed under the first party selected
(d) In a "vote for 1" office, cast a vote for the candidate listed under the second party selected above

R168.773 - Rule 3(12)d. Will count a vote for the candidates selected under (c) and (d). NOTE: Additional ballots may be required to complete instructions (c) and (d).

(See Sample Chart - Test Ballots #(10) and #11)

9.   Using 1 ballot and a different office for each instruction, vote the following:

(a) Vote a straight party ticket for a party where in a "vote for 2" partisan office there are 2 candidates from that party running
(b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a) running, cast two votes for candidates of a different party than used in (a)
(c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a) running, cast two votes for candidates of two different parties than used in (a)

R168.773 - Rule 3(12)(e). Will count a vote for all candidates within the political party selected in (a) by virtue of the straight party vote except for the offices used in (b) and (c). In those offices will count a vote for the individual candidates under the other parties selected. NOTE: Additional ballots may be needed to complete this test.

(See Sample Chart - Test Ballots #12 and #13)

NOTE: If the ballot contains a "vote for 3" office and there are 3 candidates from that party running, an additional test ballot must be included following this same instruction. To do so, change all references to "two candidates" to "three candidates."

10.   Using 1 ballot and a different office for each instruction, vote the following:

(a) Vote a straight party ticket for a party where in a "vote for 2" partisan office there are 2 candidates from that party running
(b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a) running, vote for a candidate of a different party than used in (a)
(c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a) running, vote for a candidate of the party used in (a) and vote for a candidate of a different party
(d) In a third "vote for 2" office, where there are 2 candidates from the same party used in (a) running, vote for a candidate of the same party used in (a)

R168.773 - Rule 3(12)(f). Will count a vote for all candidates within the political party selected in (a) by virtue of the straight party vote except for the offices used in (b) and (c). In those offices will only count a vote for the individual candidates selected. In (d), will count the individual vote and award the second vote by virtue of the straight party vote. NOTE: Additional ballots may be required to complete this test.

(See Sample Chart - Test Ballots #14, #15 and #16)

11.   Using 1 ballot, vote the following:

(a) Vote a straight party ticket where in a "vote for 2" partisan office there is only 1 candidate from that same party running

(b) In a second "vote for 2" office, where there is only 1 candidate from the party used in (a) running, vote for a candidate of a different party than used in (a)

R168.773 - Rule 3(12)(g). Will count votes for all candidates within the political party selected in (a) by virtue of the straight party vote except for the office used in (b). In that office will count a vote for the straight party candidate and the individual candidate under the other party selected. NOTE: An additional ballot may be required to complete instruction (b).

(See Sample Chart - Test Ballots #17 and #18)

12.   FOR EACH PARTY, vote a straight party ticket and vote individually for candidates of the same party.

R168.773 - Rule 3(12)(h). Will count votes for all candidates within the political party selected by virtue of the individual votes cast. A vote shall not be counted for a candidate by virtue of the straight party vote. This condition does not constitute an overvote.

(See Sample Chart - Test Ballot #19, #20 and #21)

13.   Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

(See Sample Chart - Test Ballot #22)

WHEN INSTRUCTIONS 1 THROUGH 13 ARE COMPLETED, PERFORM THE FOLLOWING:

(1) Subtotal all columns on the chart to determine the total number of votes cast for each party, candidate and proposal that should be counted when the test deck is tabulated. NOTE: It is not required that each write-in position show a different total number of votes.

(2) Vote additional ballots as necessary so that each party receives not less than 2 straight party votes and a different total number of valid votes are cast for each party in the straight party section, each candidate within an office, and for and against each proposal.

R168.773 - Rule 3(10)(a), R168.776 - Rule 6(4)(a) and MCL168.798. None of the parties, candidates, write-ins, nor proposals shall have an accumulated vote total of zero.

(See Sample Chart - Test Ballots #23, #24, #25, #26, #27, #28, #29, #30, #31, #32, #33 and #34)

(3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator.** (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.

(4) Compare the predetermined totals with the tabulator totals for each party, candidate, write-in position, and proposal.

(5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error or problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

Test #1

PARTISAN

TO VOTE A STRAIGHT PARTY TICKET
Vote For Not More Than ONE (1)

REPUBLICAN PARTY ◯

DEMOCRATIC PARTY ◯

TISCH PARTY ◯

STATE

GOVERNOR AND LIEUTENANT GOVERNOR FOUR YEAR TERM
Vote for not more than ONE (1)

James Bradford
and **Linda Kasmerski**
Republican ◯

Al Lerner
and **Bill Preston**
Democratic ◯

Andy Prentis
and **Julia Wagner**
Tisch ◯

Write-In _____

SECRETARY OF STATE FOUR YEAR TERM
Vote For Not More Than ONE (1)

Amanda Bixby
Republican ◯

James Q. MacDonald
Democratic ◯

Lori Scanlon
Tisch ◯

Write-In _____

LEGISLATIVE

REPRESENTATIVE IN STATE LEGISLATURE 120TH DISTRICT TWO YEAR TERM
Vote For Not More Than ONE (1)

Roger Overstreet
Republican ◯

Arnie Schmidt
Democratic ◯

Claude R. Raines
No Party Affiliation ◯

Write-In _____

STATE BOARDS

MICHIGAN STATE UNIVERSITY BOARD OF TRUSTEES FOUR YEAR TERM
Vote for not more than TWO (2)

Kelly Williams
Republican ◯

Kim Waters
Republican ◯

Don Singleton
Democratic ◯

Emily Strauss
Democratic ◯

Bill Deets
Tisch ◯

Mike Mallory
No Party Affiliation ◯

Judith Suggs
No Party Affiliation ◯

◯

Write-In ◯

Write-In _____

NON-PARTISAN

COURT OF APPEALS 1ST DISTRICT FOUR YEAR TERM
Incumbent Position
Vote for Not More Than ONE (1)

Roy Bean
Judge of the Court of Appeals ◯

Alyce Comley ◯

◯

Write-In _____

PROPOSALS

STATE PROPOSALS

Proposal A
A proposal to ban bass speakers in automobiles.

The proposal would make it a felony to install bass speakers, or any speaker loud enough to cause a vehicle to bounce as it travels down the road, in automobiles or trucks. Should this proposal be adopted?

Yes ◯

No ◯

Sample Ballot Chart
General Election

A. The row numbers in the first column correspond to the numbers assigned to the test ballots included in the test deck.

B. The number recorded below each office title or section, i.e., (1), indicates the total vote allowed for the office or proposal.

C. Vote positions are listed vertically as follows: straight party (REP, DEM, TIS), candidates seeking partisan office (REP, DEM, TIS, NPA), candidates seeking non-partisan office (NP), write-ins (WI), and proposal options (YES and NO).

D. Suggested symbols for recording the votes cast on test ballots:

1 = vote that counts
0 = vote that does not count due to an overvote
(1) = vote that is awarded to candidates of a political party by virtue of a straight party vote

	Partisan																							Non Partisan			Prop.
	Str. Party (1)			Governor (1)				Sec. of State (1)				State Rep. (1)				MSU Board of Trustees (2)									Court of Appeals (1)			A (1)
BAL#	REP	DEM	TIS	REP	DEM	TIS	WI	REP	DEM	TIS	WI	REP	DEM	NPA	WI	REP	DEM	TIS	NPA	WI	REP	DEM	NPA	WI	CAN	CAN	WI	YES	NO
#	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	1	2	1	2	2	2	2	1	2	1		
1																													
2																													
3																													
4																													
5																													
6																													
7																													
8																													
9																													
10																													
11																													
12																													
13																													
14																													
15																													
16																													
17																													
18																													
19																													
20																													
Sub																													
Total																													

Sample Ballot Chart
General Election

	Partisan																								Non Partisan			Prop.	
	Str. Party (1)			Governor (1)				Sec. of State (1)				State Rep. (1)				MSU Board of Trustees (2)									Court of Appeals (1)			A (1)	
BAL #	REP	DEM	TIS	REP	DEM	TIS	WI	REP	DEM	TIS	WI	REP	DEM	NPA	WI	REP	REP	DEM	DEM	TIS	NPA	NPA	WI	WI	CAN	CAN	WI	YES	NO
#	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	1	2	1	1	2	1	2	1	2	1		
Sub	5	3	4	6	4	4	0	4	5	5	0	6	4	0	0	3	5	4	2	6	0	1	0	0	1	0	1	1	1
Total	5	3	4	6	5	4	1	4	6	5	1	6	4	2	1	5	7	6	4	8	3	2	1	1	3	2	1	2	1

(Rows 1–30 of individual ballot tallies appear in the chart between the header and the Sub/Total rows.)

PROCEDURES FOR NON-PARTISAN ELECTION WITH PROPOSALS TEST DECKS

Develop a chart which lists the ballot positions for each candidate, write-in position, and "yes" and "no" for proposals. Enter the total number of votes allowed for each office. Use a "1" to show votes that count, and a "0" to show votes that do not count due to an overvote within an office or proposal. Where instructed to "vote correctly" vote for the maximum number of candidates allowed and vote "yes" or "no" on all proposals. (The sample chart referred to in parentheses below, which can be found on page 26, was created using the sample ballot on page 25.)

1. Using 1 ballot, vote all positions that are used on the ballot for candidates, write-ins, and proposals. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

    R168.773 - Rule 3(10)(d). Will not count any votes.

    (See Sample Chart – Test Ballot #1)

2. Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, and proposals. To complete this step, mark the space located between each vote position.

    R168.773 - Rule 3(10)(e). Will not count any votes.

    (See Sample Chart – Test Ballot #2)

3. Insert 1 blank ballot into the test deck.

    R168.776 - Rule 6(4)(e). Will not count any votes.

    (See Sample Chart – Test Ballot #3)

4. Vote the following:

    (a) Vote 1 ballot correctly in the non-partisan section and overvote the proposal section of the ballot
    (b) Vote 1 ballot correctly in the proposal section and overvote the non-partisan section of the ballot

    R168.773 - Rule 3(10)(b)(c) and (f). Will only count votes cast in the non-partisan section in (a). Will only count votes cast in the proposal section in (b).

    (See Sample Chart – Test Ballot #4 and #5)

5. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

    (See Sample Chart – Test Ballot #6)

WHEN INSTRUCTIONS 1 THROUGH 5 ARE COMPLETED, PERFORM THE FOLLOWING:

(1)   Subtotal all columns on the chart to determine the total number of votes cast for each candidate, write-in position, and proposal that should be counted when the test deck is tabulated. Note: It is <u>not</u> required that each write-in position show a different total number of votes.

(2)   Vote additional ballots as necessary so that a different total number of valid votes are cast for each candidate within an office, and for and against each proposal.

R168.773 - Rule 3(10)(a). None of the candidates, write-in positions, nor proposals shall have an accumulated vote total of zero.

(See Sample Chart – Test Ballots #7, #8, #9, #10, #11, #12, #13, #14 and #15)

(3)   Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator.** (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.

(4)   Compare the predetermined totals with the tabulator totals for each candidate, write-in position, and proposal.

(5)   If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error or problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

Test #1

NON-PARTISAN	PROPOSALS
SCHOOL BOARD Vote for not More than FOUR (4)	**SCHOOL PROPOSAL**

Bill Wendt ⬭	Special Millage Increase
Jill Collingsworth ⬭	This proposal would institute a special 1 mill levy, monies raised to be spent recruiting better high school football players.
Morton A. Harrison ⬭	
Elsa Klein ⬭	Should this millage be adopted?
Calvin Lutz ⬭	**Yes** ⬭
Wendy Preston ⬭	**No** ⬭
Kris Stevenson ⬭	
⬭	
Write-In ⬭	
Write-In ⬭	
Write-In ⬭	
Write-In	

Sample Ballot Chart
Non-Partisan Election with Proposals

	Non-Partisan											Prop.	
	School Board											Millage	
	(4)											(1)	
B	C	C	C	C	C	C	C	W	W	W	W	Y	N
A	A	A	A	A	A	A	A	I	I	I	I	E	O
L	N	N	N	N	N	N	N					S	
#	1	2	3	4	5	6	7	1	2	3	4		
1	0	0	0	0	0	0	0	0	0	0	0	0	0
2	S	T	R	A	Y		M	A	R	K	S		
3	B	L	A	N	K		B	A	L	L	O	T	
4	1	1	1	1								0	0
5	0	0	0	0	0	0	0	0	0	0	0	1	
6	W	R	O	N	G		P	C	T		0	0	
Sub	1	1	1	1	0	0	0	0	0	0	0	1	0
7	1	1	1	1								1	
8	1	1	1	1									1
9	1	1	1	1									
10	1	1	1	1									
11	1	1	1		1								
12	1	1			1	1							
13	1				1	1	1						
14					1	1	1	1					
15									1	1	1		
Total	8	7	6	5	4	3	2	1	1	1	1	2	1

Procedures for Non-Partisan or Special Ballot Proposal Election Test Decks

Develop a chart which lists the ballot positions for each candidate, write-in position and proposal. Enter the total number of votes allowed for each office. Use a "1" to show votes that count and a "0" to show votes that do not count due to an overvote within an office. Where instructed to "vote correctly" vote for the maximum number of candidates allowed for the office. (The sample chart referred to in parentheses below, which can be found on page 30, was created using the sample ballot on page 29.)

1. Using 1 ballot, vote all positions that are used on the ballot for candidates, write-ins, or proposals. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

   R168.773 - Rule 3(10)(d). Will not count any votes.

   (See Sample Chart – Test Ballot #1)

2. Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, or proposals. To complete this step, mark the space located between each vote position.

   R168.773 - Rule 3(10)(e). Will not count any votes.

   (See Sample Chart – Test Ballot #2)

3. Insert 1 blank ballot into the test deck.

   R168.776 - Rule 6(4)(e). Will not count any votes.

   (See Sample Chart – Test Ballot #3)

4. Vote 1 ballot correctly.

   R168.773 - Rule 3(10)(b). Will count all votes cast.

   (See Sample Chart – Test Ballot #4)

5. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

   (See Sample Chart – Test Ballot #5)

WHEN INSTRUCTIONS 1 THROUGH 5 ARE COMPLETED, PERFORM THE FOLLOWING:

(1)　Subtotal all columns on the chart to determine the total number of votes cast for each candidate, write-in position, or proposal that should be counted when the test deck is tabulated. NOTE: It is not required that each write-in position show a different total number of votes.

(2)　Vote additional ballots as necessary so that a different total number of valid votes are cast for each candidate within an office, and for and against each proposal.

　　　R168.773 - Rule 3(10)(a). None of the candidates nor write-in positions shall have an accumulated vote total of zero.

　　　(See Sample Chart – Test Ballots #6 and #7)

(3)　Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator.** (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.

(4)　Compare the predetermined totals with the tabulator totals for each candidate and write-in position.

(5)　If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

Test #1

PROPOSAL

County 911 Millage Proposal

A proposal to raise the county millage by 1.6 mills to fund telecommunication enhancements to the 911dispatch system and to fund a full time administrative assistant position.

Should this proposal be adopted?

Yes ⬭

No ⬭

Sample Ballot Chart
Special Election

Prop.		
Millage		
(1)		
B	Y	N
A	E	O
L	S	
#		
1	0	0
2	S	M
3	B	B
4	1	
5	WP	0
Sub	1	0
6	1	
7		1
Total	2	1

SM = Stray Marks
BB = Blank Ballot
WP = Wrong Precinct